



Edmonton School District No. 7  
One Kingsway  
Edmonton, Alberta

McCauley Chambers  
Tuesday, September 2, 2014  
2:00 p.m.

Organizational Board Meeting


# AGENDA

**BOARD OF  
TRUSTEES**

Sarah Hoffman  
Board Chair

Michael Janz  
Board Vice-Chair

Sherry Adams  
Orville Chubb  
Michelle Draper  
Ken Gibson  
Nathan Ip  
Cheryl Johner  
Ray Martin

- A. O Canada 
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Minutes
  - 1. DRAFT – Board Meeting #16 – June 24, 2014
- G. Comments from the Public and Staff Group Representatives  
*(NOTE: Pre-registration with the Board Office [780-429-8021] is required by 10:00 a.m., Tuesday, September 2, 2014 to speak under this item.)*
- H. Reports
  - 2. Actions Taken Under Delegation of Authority – 2014 Summer Recess  
(Information)
  - 3. Confirmation of Committees, Board Representation and Regular Meetings  
(Recommendation)
- I. Other Committee, Board Representative and Trustee Reports
- J. Trustee and Board Requests for Information
- K. Notices of Motion
- L. Meeting Dates
- M. Adjournment

## **MINUTE BOOK**

### **Board Meeting #16**

Minutes of the Board Meeting of the Trustees of the Edmonton School District No. 7 of the Province of Alberta held in McCauley Chambers in the Centre for Education on Tuesday, June 24, 2014 at 2:00 p.m.

#### **Present:**

##### **Trustees**

Sherry Adams  
Orville Chubb  
Michelle Draper

Ken Gibson  
Sarah Hoffman  
Nathan Ip

Michael Janz  
Cheryl Johnner  
Ray Martin

##### **Officials**

Diana Bolan  
Jim Davies  
David Fraser

Mark Liguori  
Ron MacNeil

Darrel Robertson  
Sandra Stoddard

**Board Chair:** Sarah Hoffman

**Recording Secretary:** Manon Fraser

#### **A. O Canada**

O Canada was performed by David Draper, Laura Kiriak and Dominique Hartmier, Grade 10 students from Victoria School. All three students have successfully completed Band 10 and have performed at several Victoria School concerts. They are the only District students participating in the Rotary year-long exchange, leaving in August 2014. David will be living in Japan, Laura in Denmark, and Dominique in the Czech Republic. There are nineteen students from Alberta participating in the exchange. The students' mothers were also present.

#### **B. Roll Call: (2:00 p.m.)**

The Superintendent advised that all Trustees were present.

## **MINUTE BOOK**

### **C. Approval of the Agenda**

**MOVED BY Trustee Johner:**

**“That the agenda for the June 24, 2014 board meeting be approved as printed.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

### **D. Communications from the Board Chair**

The Board Chair advised that a number of Trustees attended the District’s retirement banquet on June 19, 2014 to celebrate of the careers of 220 staff members. She thanked the staff for their dedication and years of service and the impact they have made on public education.

The Board Chair advised that Trustees have recently met with each of the Alberta political parties education critics in the legislature. A meeting is also scheduled tomorrow for Trustees to meet with the Capital Region Caucus. She also noted that the Metro Board Chairs have requested to meet with the NDP and Progressive Conservative leadership candidates.

### **E. Communications from the Superintendent of Schools**

The Superintendent wished staff, students, parents and Trustees a safe and relaxing summer.

### **F. Minutes**

1. Board Meeting #15 – June 17, 2014

**MOVED BY Trustee Ip:**

**“That the minutes of Board Meeting #15 held June 17, 2014 be approved as printed.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

### **G. Comments from the Public and Staff Group Representatives – None.**

## MINUTE BOOK

### **H. Reports**

2. Report #11 of the Caucus Committee (From the Meeting Held June 17, 2014)

**MOVED BY Trustee Janz:**

- “1. That Report #11 of the Caucus Committee from the meeting held June 17, 2014 be received and considered.” (UNANIMOUSLY CARRIED)

**MOVED BY Trustee Janz:**

- “2. That Kent Pharis and Jeff Waselenchuk be confirmed as co-spokespersons to negotiate a collective agreement for custodial staff with CUPE Local 474.”

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

**MOVED BY Trustee Janz:**

- “3. That authorization of the District’s negotiating committee to sign a new custodial collective agreement following Board of Trustees ratification be confirmed.
4. That the following objectives for the collective bargaining agreement between the District and CUPE Local 474 (Custodial) be confirmed:
  - To achieve a revised collective agreement in collective bargaining that:
    - enables the District to recruit and retain the quality and nature of employees needed to operate the District;
    - reflects financial circumstances, both existing and projected;
    - enables efficient and effective operations consistent with the legislated mandate, the mission and the financial circumstances of the District;
    - has a length of term consistent with the above.
  - To achieve the revision of the collective agreement with no work stoppage.”

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

## MINUTE BOOK

**MOVED BY Trustee Janz:**

- “5. That Jeff Waselenchuk and Kent Pharis be confirmed as co-spokespersons to negotiate a collective agreement for maintenance staff with CUPE Local 784.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

**MOVED BY Trustee Janz:**

- “6. That authorization of the District’s negotiating committee to sign a new maintenance collective agreement following Board of Trustees ratification be confirmed.**
- 7. That the following objectives for the collective bargaining agreement between the District and CUPE Local 784 (Maintenance) be confirmed:**
- To achieve a revised collective agreement in collective bargaining that:**
    - enables the District to recruit and retain the quality and nature of employees needed to operate the District;**
    - reflects financial circumstances, both existing and projected;**
    - enables efficient and effective operations consistent with the legislated mandate, the mission and the financial circumstances of the District;**
    - has a length of term consistent with the above.**
  - To achieve the revision of the collective agreement with no work stoppage.**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

**MINUTE BOOK**

3. Replacement School Selection

**MOVED BY Trustee Ip:**

- “1. That the Board approve a motion to consider closure of R.J. Scott School.**
- 2. That the Board approve a motion to consider closure of Rundle School.**
- 3. That the Board approve a motion to consider closure of Lawton School.**
- 4. That the Board approve a motion approving the site for a replacement school, subject to Board approval of the closure of R.J. Scott, Rundle and Lawton Schools.**
- 5. That the Board approve a motion for the Board Chair to send a letter to the Minister of Education requesting exemption from sections 4 through 7 of the *Closure of Schools Regulation* in the *School Act*.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

There was a break at this point in the meeting.

Trustee Chubb left at this point for the duration of the meeting.

4. Approval of the 2014-2015 Proposed Budget

**MOVED BY Trustee Gibson:**

- “1. That the 2014-2015 proposed budget of \$1,009,142,600 be approved.**
- 2. That the budget report for the year ending August 31, 2015 be approved.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

## MINUTE BOOK

### 5. Borrowing Resolution

#### **MOVED BY Trustee Martin:**

**“That the borrowing resolution, with respect to the Edmonton School District No. 7 with the Bank of Nova Scotia be approved.”**

Trustee Johner requested that information be provided regarding how much money the District has paid in interest in the past.

The Superintendent advised that information will be provided via TM for the past three years with respect to the borrowing resolution in terms of what the interest rates have been and what the District has actually borrowed and the interest that has been paid.

Trustee Gibson asked whether the District is receiving the best possible interest rate.

The Superintendent advised that the Administration will examine the current agreement and future agreements to ensure the District is getting the best possible interest rate from a lending institution with respect to the borrowing resolution.

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

### 6. Response to Staff Group Budget Presentations

The Board received information regarding the response to the presentations by staff groups regarding the 2014-2015 budget.

### 7. Optimal Enrolment Limit (OEL) (Response to Request for Information #019)

The Board received information in response to a Trustee request for information.

### 8. Alberta Schools Alternative Procurement (ASAP) and Public, Private Partnership (P3) Successes and Challenges (Response to Request for Information #023)

The Board received information in response to a Trustee request for information.

## **MINUTE BOOK**

### **9. Delegation of Authority – 2014 Summer Recess**

**MOVED BY Trustee Johner:**

- “1. That, in accordance with Sections 67(1), 65(2) and 65(3) of the *School Act*, any special board meetings during the 2014 summer recess be at the call of the Board Chair or, in her absence, the Board Vice-Chair.**
- 2. That, in accordance with Section 61(1) of the *School Act*, effective June 24, 2014, delegation of authority to the Superintendent of Schools to make decisions during the 2014 summer recess on behalf of the Board be approved.**
- 3. That a report of all such decisions be brought to the first public board meeting in the fall of 2014.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

### **I. Other Committee, Board Representative and Trustee Reports**

Trustee Ip noted that he and Catholic School Board Trustee Marilyn Bergstra, who is the Catholic School Board Trustee for that ward, are jointly hosting a Family Fun Day (a community barbecue) at Lillian Osborne School from 11:30 a.m. to 3:00 p.m. on Saturday, June 28, 2014. He invited Trustees and the public to attend.

Trustee Johner, reported that, on June 15, 2014, she attended and participated in the Edmonton Fire Rescue Services’ live fire exercise that was held for students in the Centre High Emergency Response Career Pathways (ERCP) program. The students in the program have the opportunity to experience practical exercises in the career pathways of firefighting, police and security and emergency medical response. This is the second time she has participated in the live fire exercise at the Edmonton Fire Rescue Service training site in the west end. The temperatures during the live-fire exercise in the training burn tower reached upwards of 204 to 260 degrees Celsius. She also had the opportunity to use the Jaws of Life on a derelict car, toured the entire fire training building and shared a pizza lunch with the students. She urged her colleagues to take advantage of this unique opportunity the next time it is offered.



## **MINUTE BOOK**

Trustee Martin advised that, yesterday, he and the Superintendent as well as other dignitaries, students, staff, parents and the community attended the grand opening of the natural learning grounds at Norwood School. Students, staff, parents and the community are very excited about the potential for the outdoor classrooms to inspire curiosity, creativity and active living.

Trustee Janz, who serves as Vice-President of the Alberta School Boards Association (ASBA), advised that the ASBA has contacted the Progressive Conservative leadership candidates about doing a teleconference for Trustees sometime over the summer to discuss the needs of school boards in relation to budget, infrastructure, transportation and other areas. Details for the teleconference will be provided to Trustees as soon as arrangements have been finalized.

### **J. Trustee and Board Requests for Information**

Trustee Ip requested that information be provided examining examining the possibility of expanding the Chinese Bilingual Program to an additional site in the southwest quadrant of the city. The information should include such things as possible timelines and viable options for sites.

### **K. Notices of Motion – None.**

### **L. Next Board Meeting Date: Organizational Board Meeting Tuesday, September 2, 2014 at 2:00 p.m.**

### **M. Adjournment (4:55 p.m.)**

**The Board Chair adjourned the meeting.**

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Sarah Hoffman, Board Chair

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Dr. Sandra Stoddard, Executive Director  
Governance and Strategic Support Services

**DATE:** September 2, 2014

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Actions Taken Under Delegation of Authority – 2014 Summer Recess

**ORIGINATOR:** Dr. Sandra Stoddard, Executive Director Governance and Strategic Support Services

**REFERENCE:** [CHA.BP – Board Delegation of Authority](#)  
[FB.BP – Authority for Human Resources Decisions](#)  
[FBA.AR – Designation, Appointment and Assignment to Leadership Positions](#)  
[School Act](#) Sections 61, 65(2), 65(3), 67(1)  
[June 24, 2014 Board Report – Delegation of Authority – 2014 Summer Recess](#)

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**ISSUE**

The Superintendent is obliged to report to the Board on decisions he has made under the Delegation of Authority from the Board for the summer recess on matters that would normally be brought to the Board.

**BACKGROUND**

The Board passed the following motion at the June 24, 2014 board meeting:

1. *That, in accordance with Sections 67(1), 65(2) and 65(3) of the School Act, any special board meetings during the 2014 summer recess be at the call of the Board Chair or, in her absence, the Board Vice-Chair.*
2. *That, in accordance with Section 61(1) of the School Act, effective June 24, 2014, delegation of authority to the Superintendent of Schools to make decisions during the 2014 summer recess on behalf of the Board be approved.*
3. *That a report of all such decisions be brought to the first public board meeting in the fall of 2014.*

**CURRENT SITUATION**

The Superintendent reports that no actions were taken in accordance with this motion.

SS:mmf

**DATE:** September 2, 2014

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Confirmation of Committees, Board Representation and Regular Meetings

**ORIGINATOR:** Dr. Sandra Stoddard, Executive Director Governance and Strategic Support Services

**REFERENCE:** [Trustees' Handbook](#) (Sections 4, 5, 6 and 7)  
[School Act](#), Section 64

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**ISSUE**

In accordance with Section 64 of the *School Act*: *The organizational meeting of a board shall be held annually; and, in any year in which a general election takes place, shall be held within 4 weeks following the date of that election.*

The Board's rules and procedures regarding the organizational meeting are attached (Attachment I).

**BACKGROUND**

A list of the Board positions and committees along with the names of the Trustees who held these positions in 2013-2014 is provided in Recommendation 8. In accordance with Board policy, these positions are all subject to reappointment or review on an annual basis. Attached also are excerpts from the Trustees' Handbook dealing with the organizational meeting as well as a description of the meetings of the Board and its committees, representatives and assignments (Attachment I).

**RECOMMENDATION****1. That the following standing committees of the whole be confirmed:**

Caucus Committee  
Audit Committee

**2. That the following Board committees be confirmed:**

- a) Board and Superintendent of Schools Evaluations
- b) District Priorities and Governance
- c) Infrastructure
- d) Policy Review
- e) Four-Year Budget Planning and Results Review

3. That Board representation on the following District staff negotiating committees as required be confirmed:

Custodial  
Maintenance  
Support  
Teaching Staff

4. That Board membership and representation on the following external agency be confirmed:

Alberta School Boards Association (ASBA)

- Provincial Executive
- Provincial Executive - Alternate
- Zone 23 Executive
- Zone 23 Executive – Alternate

5. That the Board's ASBA Issues and Resolutions Committee comprised of the Board Chair or Board Vice-Chair, the ASBA Provincial Executive Board of Directors representative and the Zone 23 representative be confirmed.

6. That Board representation on the Edmonton Public Schools Foundation Board of Governors be confirmed.

7. That the following dates and times of regular meetings be confirmed:

- a) Board: The Board will hold its regular meetings at 2:00 p.m. the first and third Tuesday of each month when possible, unless otherwise directed by special motion or by the Board Chair.
- b) Caucus Committee: Caucus Committee meetings will be held on an as-needed basis at the call of the Caucus Committee Chair. The first Tuesday morning of each month will be reserved for such meetings.

## 8. That the Board reappoint or review the following positions and committees:

	<u>2013-2014</u>	<u>2014-2015</u>
1. Standing Committees of the Whole		
a) Board Chair	Sarah Hoffman	.....
b) Board Vice-Chair	Michael Janz	.....
2. Board Committees:		
a) Board and Superintendent of Schools Evaluation (3 members)	Orville Chubb Ken Gibson Sarah Hoffman	..... ..... .....
b) District Priorities and Governance (3 members)	Michelle Draper Ken Gibson Ray Martin	..... ..... .....
c) Infrastructure (3 members) <i>*The Board approved the current membership of the committee remain until the September 2015 organizational board meeting (<a href="#">June 10, 2014 Board Meeting</a>).</i>	Orville Chubb Nathan Ip Ray Martin	*Orville Chubb Nathan Ip Ray Martin
d) Policy Review (3 members)	Michelle Draper Sarah Hoffman Nathan Ip	..... ..... .....
e) Budget Planning and Results Review	<i>All Trustees participate in the annual budget planning and results reviews of schools and central decision units as determined in the approval of the results review process.</i>	

	<u>2013-2014</u>	<u>2014-2015</u>
<u>Ad Hoc Committees and Board Representation</u>		
3. Negotiations:		
a) Custodial Staff (CUPE Local 474) (contract expired August 31, 2014) (2 members)	Nathan Ip Ray Martin	Nathan Ip Ray Martin
b) Maintenance Staff (CUPE Local 784) (contract expired August 31, 2014) (2 members)	Orville Chubb Michael Janz	Orville Chubb Michael Janz
c) Support Staff (CUPE Local 3550) (contract expires August 31, 2015) (2 members)	n/a	..... .....
d) Teaching Staff (contract expires August 31, 2016) (2 members)	n/a	n/a
4. Alberta School Boards Association Positions (ASBA):		
i) Provincial Executive *Provincial Board of Directors – Director terms shall commence every November of even- numbered years for one Director and one Alternate Director and shall be eligible for re-election for one successive term of two years ( <a href="#">ASBA Governance Handbook – Bylaw 5.2 - Page 16</a> )	Sarah Hoffman (1 <sup>st</sup> term expires November 2014 and is eligible for a 2 <sup>nd</sup> two-year term)	.....
ii) Provincial Executive – Alternate	Cheryl Johner (term expires November 2014)	.....

	<u>2013-2014</u>	<u>2014-2015</u>
iii) ASBA Zone 23 Executive (1-year term)	Cheryl Johner	.....
iv) ASBA Zone 23 - Alternate (1-year term)	Sherry Adams	.....
5. ASBA Issues and Resolutions Committee (1-year term – 3 positions)	<sup>1</sup> Michael Janz <sup>2</sup> Cheryl Johner <sup>3</sup> Sarah Hoffman	
• <sup>1</sup> Board Chair or Vice-Chair		
• <sup>2</sup> ASBA Zone 23 Executive representative		
• <sup>3</sup> ASBA Provincial Executive Board of Directors representative		
6. Edmonton Public Schools Foundation Board of Governors	Sherry Adams	.....

## ATTACHMENT I - Trustees' Handbook excerpts:

- Section 4 – Board Member Positions
- Section 5 – Meetings of the Board
- Section 6 – Board Committees
- Section 7 – Ad Hoc Committees and Board Representation

SS:mmf

## 4. BOARD MEMBER POSITIONS

### PURPOSE:

The Board believes the annual election of a Board Chair and Vice-Chair enhances the effectiveness and efficiency of Board governance and operations. The Board delegates specific responsibility for Board process to the Board Chair, but this in no way mitigates other Board members' responsibility to contribute to the integrity of the process.

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### 4.1 Roles and Responsibilities

#### Board Chair

The Board Chair shall have authority, on behalf of the Board to:

- Preside at all board meetings, call the meetings to order at the hour appointed, maintain order in the meetings and facilitate full debate and proceed with the business of the Board.
- Facilitate the development of positive Board dynamics, and encourage all Board members to participate fully.
- Sign all documents required by law or as authorized by the action of the Board.
- Represent the Board as required in public, with media, etc.
- Delegate Board representation at a function. The Board Chair may request a Trustee to represent the Board at any function which relates to that Trustee's ward.
- Delegate any of the Board Chair's other duties, when necessary, to the Vice-Chair.

#### Board Vice-Chair

- Preside over Caucus Committee meetings; call the meetings to order at the hour appointed; maintain order in the meetings; and facilitate full debate and proceed with the business of the Board.
- Preside over board meetings when the Board Chair is unavailable.
- Undertake other duties when requested by the Board Chair.



## 5. MEETINGS OF THE BOARD

### PURPOSE:

The Board conducts its business through meetings where Trustees share knowledge, experience, expertise, ideas, attitudes and expectations to effectively carry out the duties vested in the Board of Trustees by the [School Act](#) and other legislation. In meetings, the Board draws on the expertise of the Superintendent of Schools and the Administration to understand the educational, fiduciary, human, and community implications (both risks and benefits) of any decisions. The Board believes it is important to make informed decisions in the interest of the public and students. The Board values transparency and accountability and believes that, to the greatest extent possible, its decision making should be conducted in public.

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### 5.1 Organizational Board Meeting in Election Year

The first public meeting of the Board of Trustees following an electoral vote will be conducted as an organizational board meeting, and will be held within 4 weeks following the date of an election in accordance with [School Act](#), Section 64(1)(b). The meeting will commence at 2:00 p.m. unless otherwise directed by special motion or by the Board Chair.

An informal pre-organizational meeting of the Trustees shall be held prior to the Organizational Board meeting to provide an opportunity for Trustees to discuss the roles and responsibilities and interested nominations for the various Board and committee positions. No decisions may be taken at this meeting.

Orientation shall be provided for all Trustees about the Board governance model, board meeting procedures, Board committee structure and roles and responsibilities prior to the Organizational Board meeting.

#### 5.1.1 Organizational Board Meeting in Non-Election Years

In non-election years, an organizational meeting will be held on the second Tuesday in September at 2:00 p.m. and follow the same process. If the meeting is not held at this time, a meeting will be called for each succeeding afternoon at the same hour and place until a meeting occurs.

#### 5.1.2 Organizational Board Meeting Process in Election Year

The meeting will take place in public, and be called to order by the Chair of the previous Board or, in his or her absence, the Vice-Chair. In the absence of both of these persons, the Superintendent of Schools shall act as Chair.

The Secretary-Treasurer or, in his or her absence, the Superintendent of Schools will read the election results issued by the City's Returning Officer.

Every Trustee shall take and subscribe to the official oath prescribed by the [Oaths of Office Act](#) in accordance with the [School Act](#) Section 76. The Oath of Office shall be administered by the District's General Counsel. The Secretary-Treasurer will receive the declarations of office and these will be retained in the Board Office.

Following the declarations proceedings, nominations and elections for Board positions and committee representation will take place.

## **1. Election of the Board Chair**

Nominations will be received for the position of Board Chair. Nominees will have opportunity to provide a one-minute speech with voting to follow. Election for the position of Board Chair will be by open vote unless one or more Trustees request that the vote be held by secret ballot ([School Act](#), Section 73). In that case, the vote will be held by secret ballot. The Secretary-Treasurer will collect and count the ballots and the Superintendent of Schools will act as scrutineer for the ballot count.

The Secretary-Treasurer will announce the name of the person who receives the majority of votes of the members present, as being declared elected by the Board.

If no candidate receives a majority of the votes of the members present, the nominee who receives the fewest number of votes will be dropped from the ballots and successive votes shall be taken until one nominee receives a majority of votes of the members present.

In the case of a tie, nominations for Board Chair will again be called for and a vote on the persons nominated will be taken. This procedure will be repeated until a Chair is elected.

The newly elected Board Chair will assume the Chair position and move seating positions as required.

## **2. Election of the Board Vice-Chair**

Nominations and election for the office of Vice-Chair will proceed in the same manner as that of the Board Chair. Election for the position of Vice-Chair will be by open vote unless one or more Trustees request that the vote be held by secret ballot. In that case, the vote will be held by secret ballot ([School Act](#), Section 73) as provided for the Board Chair position.

### **3. Elections for Membership - Standing**

#### **Committees**

##### **a) Committees of the Whole**

The Board will establish or confirm the retention of the following standing committees of the whole:

- Caucus Committee: The Vice-Chair serves as the Chair of the Committee.
- Audit Committee

##### **b) Other Standing Committees**

The Board will establish or confirm any other standing committee required for the proper conduct of the Board's affairs including:

- Board and Superintendent of Schools Evaluations
- District Priorities and Governance
- Infrastructure
- Policy Review
- ASBA Issues and Resolutions
- Budget Planning /Results Reviews

Nominations will then be received for committee membership by verbal nomination from a Trustee. Once nominations are complete, the elections will be by an open vote in accordance with the [School Act](#), Section 73.

### **4. Elections for Membership - Ad Hoc Committees**

The Board may appoint special committees or subcommittees consisting of one or more Trustees to study, investigate, or act on specific matters. These committees will report either to the appropriate standing committee of the Board or directly to the Board, and will be discharged on the completion of their assignments. The Board Chair will be an ex-officio member of all ad hoc committees.

## **5. Elections for Board Representatives on External Committees**

The Board will establish or confirm the Board's membership and/or participation in external committees and/organizations. These representatives are responsible to, and will report back to, the Board or committee that appointed them.

- The Board, or a committee, may appoint Trustee representatives to external committees that support the Board's strategic areas of focus and priorities.
- Trustees representing the Board on committees or boards of other agencies may request the Superintendent of Schools to appoint representatives of the Administration to attend meetings with them or as their envoys.

## **6. Confirmation of Meeting Day, Time and Location**

The Board will establish or confirm the day, time, and place of regular public meetings of the Board and Caucus Committee.

## **7. Organizational Meeting Adjournment or Reconvene**

- The meeting may then be adjourned.
- If the Board wishes, a meeting may be reconvened as a regular public board meeting to conduct the business of the Board (See Section 5.2 – Public Board Meetings).

## **5.2 Public Board Meetings**

### **Public Sessions**

- All board meetings are open to the public ([\*School Act\*](#), Section 70).
- The Board Chair may expel from a meeting any person who is demonstrating improper conduct.
- When a majority of the Trustees present feel it is appropriate to hold a meeting or sections of a meeting in-camera, the Board may, by motion, go into in-camera sessions (see in-camera sessions below). However, the Board, while meeting in-camera, has no power to pass any bylaw or motion apart from the motion necessary to revert to an open meeting.
- With the approval of the majority, the Board may change the day, time and location of its public meetings. Any changes would be noted on the District website.

## **Time and Location of Regular Meetings**

The Board will hold its regular meetings at 2:00 p.m. the first and third Tuesday of each month when possible, unless otherwise directed by special motion or by the Board Chair.

## **Quorum**

- A quorum is a majority of the Trustees that are specified by the Minister, under the [School Act](#), to be elected to the Board. A quorum consists of five (5) Trustees.

Unless there is a quorum within half an hour after the meeting time set for the Board, the meeting will be adjourned until the next meeting, or until another meeting is called. The names of the members present at the end of the half hour will be recorded.

- An act or proceeding is only valid if it is adopted at a regular or special meeting at which a quorum of the Board is present.

## **Electronic Participation of Trustees in Board Meetings**

Attendance of all Trustees at board meetings is an expectation under the [School Act](#) in order to fulfill legislated responsibilities. The Board expects all Trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all Trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role.

Should a Trustee be unable to be physically present at a meeting, the Trustee may participate in a specific item(s) at a board meeting or Committee meeting by using electronic means or other communication facilities in accordance with Section 71 of the [School Act](#) up to three times in a calendar year.

- The Trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
- In addition, there must be a quorum of other members of the Board who will be present at the meeting place to ensure the meeting can continue and decisions can be made if the communication connection failed; and the Superintendent of Schools or designate must be present at the meeting place.
- Costs incurred for long distance telephone service will be charged to the office of the Trustee(s) participating electronically.
- The Board or the Committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.
- Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.

- If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
- The Chair shall conduct voting verbally by asking Trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.
- If a connection is lost twice during electronic participation, no further attempts to connect will be made.

### 5.2.1 Public Board Meeting Agendas

The agenda format has been adjusted from time to time over the years at the specific request of the Board.

Reports are normally ordered on the agenda with recommendation reports first and information reports following with the intent of assisting the Board in being efficient with its time and getting to those items which require Board approval.

Trustees can view upcoming meeting reports through the Management Activity Reporting System (MARS) posted on the Board Intranet Site (BIS). The MARS report is updated regularly.

#### Agenda Format

The following will be the format for agendas of board meetings:

- A. O Canada
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Approval of the Minutes
- G. Recognition
- H. Comments from the Public and Staff Group Representatives
- I. Reports
  - Recommendation  
(From Board Committee, Representative, Trustee Motions and Superintendent of Schools)
  - Feedback
  - Information\*  
(Board Committee, Representative or Trustee and Superintendent of Schools)  
*\*Information reports will be dealt with as an omnibus*
  - Delegation or External Presentation (time-specific)

- J. Comments from the Public and Staff Group Representatives - 5:00 p.m.  
**(The 2<sup>nd</sup> board meeting of the month – NOTE: Pre-registration is required by 4:30 p.m. the day before the meeting to reserve a 5:00 p.m. speaking time. If there are no registrants, this section of the agenda will be dealt with when the Board gets to that item on the agenda and the meeting will be adjourned at the completion of the Board's business.)**
- K. Other Committee, Board Representative and Trustee Reports
- L. Trustees and Board Requests for Information
- M. Notices of Motion
- N. Meeting Dates
- O. Adjournment

### **Agenda Preparation**

In accordance with Board policy, Board motion, the strategic plan, practice and law, the preparation of the draft agenda for a regular meeting is the responsibility of the Superintendent of Schools, or designate.

A draft agenda is posted on the Board Intranet Site (BIS) eight (8) days prior to the Board or Caucus meeting for all Trustees to review. Trustees who wish to have an item added to the agenda are to contact the Board or Caucus Chair with their request.

The Board or Caucus Chair will provide changes and approval to the Executive Director Governance and Strategic Support Services prior to including in the Board information packages by end of day on the Wednesday preceding the board meeting.

### **Delivery of Agendas**

- Material for board meetings will be posted on the Board Intranet Site (BIS) at least three days in advance of the meeting.
- A copy of the agenda for public meetings will be sent to the news media and posted on the District's website at least three days preceding the meeting.
- The Board and Caucus Committee will approve the meeting agendas at each meeting in the event there are changes or emergent items requiring discussion.
- Agenda materials that are not dealt with at a meeting will be added to the next meeting agenda.

### **5.2.2 Meeting Proceedings and Rules of Order**

Robert's Rules of Order will govern the conduct of all regular and special meetings of the Board when not specifically covered by the following rules of order:

#### **Chair**

- The Chair will preside at all meetings, call the meetings to order at the hour appointed, and proceed with business.
- In the absence of the Chair, the Vice-Chair will preside.
- In the absence of the Chair and the Vice-Chair, the members present will elect another Trustee to act as Chair of the meeting.

#### **Order of Business**

The Board will deal with all matters properly brought before it, unless referred to a committee by a majority vote of the members present.

#### **Motions and Recommendations**

Board business is facilitated through group discussion, debate and voting on either individual Trustee motions or recommendations from the Superintendent of Schools or a Board Committee, which are submitted to the Board by a motion of the Chair or any other Trustee. Both individual Trustee motions and recommendations from the Superintendent of Schools or Board Committees are formal proposals that the Board or Administration undertake certain action. In both cases, no seconder is required ([School Act](#), Section 72).

#### **Process for a Trustee to Initiate Action on Selected Concerns through Motions**

A Trustee who has identified issues on which he or she wishes to initiate action is first encouraged to seek advice and assistance from the Executive Director Governance and Strategic Support Services. The Executive Director Governance and Strategic Support Services can assist the Trustee in exploring and furthering his or her understanding of district policies and practices related to the issue, potential implications of the proposed action, and what written background information might be appended in support of the motion to aid discussion and decision. The Executive Director Governance and Strategic Support Services can also help with suggested wording for a motion so as to ensure clarity of intent and direction and to achieve the desired action.



## **Notices of Motion**

- Once crafted, a notice of motion is served at a scheduled meeting of the Board of Trustees during the regularly schedule agenda item "Notices of Motion" at the end of the meeting.
- By putting forward a notice of motion prior to the motion being read out and debated at a subsequent meeting, Trustees and stakeholders can reflect on the proposed action and consider the implications prior to a debate and decision.
- On occasion, timeliness may be a factor, and any Trustee can propose an action during a Board meeting by using the words "I move that...." If the motion introduces any new matter, of which no notice has been given at a previous meeting, any member may demand that notice be given. In this case, the motion will stand as a "Notice of Motion" for the next meeting.
- Alternatively, the mover can ask the Board to "waive notice of motion" so that the debate can happen immediately. Notice of motion can only be waived by a unanimous decision of the Board.

## **Debate on Motions**

- At the meeting at which a motion is introduced, the motion must be stated before the Trustee who introduced the motion may speak on it.
- After any motion has been submitted, the Chair or any member may request that it be put in writing or be recorded before it is stated by the Chair.
- Once introduced, a motion will be voted on unless, with the permission of the Board, it is withdrawn by the mover.
- The Chair, or other presiding Trustee, may express an opinion on any subject under debate.
- The mover of a motion may speak first to that motion. Thereafter, each Trustee will have an opportunity to ask questions for clarification. Questions may be asked to the Superintendent of Schools at this stage through the Board Chair.
- When the Chair calls for formal debate, Trustees will have two opportunities to speak, for a maximum of three minutes each time. Permission to extend the limits of debate may be granted by the Chair if the majority of Trustees concur. The mover of the motion will be given an opportunity to close debate.
- Trustees, before speaking, should address the Chair or other presiding Trustees, and confine themselves to the question under debate.

- When two or more Trustees address the Chair at the same time, the Chair will identify who may speak first.
- While speaking, Trustees will not be interrupted except on a point of order or for the purpose of explanation.
- If any members transgress the rules, the Chair, or any other member, may call them to order. The members called to order will immediately be silent, but will be permitted to explain later. The Board, if appealed to, will decide on the case, without debate.
- As long as it does not interrupt a speaker, Trustees may require the question under discussion to be read at any time during the debate.
- While the Chair is putting the question/calling for the vote, Trustees may not speak or move about the room.
- Trustees may not speak after the question (call for the vote) has been put by the Chair.

### **Amending a Motion**

During the debate stage, a Trustee may propose changes to the main motion by moving an amendment to the motion.

#### **The motion to amend takes three basic forms:**

- Inserting or adding words or paragraphs.
- Striking out words or paragraphs.
- Striking out words and inserting or adding others, or substituting an entire paragraph or complete resolution for another.

The proposed amendment is open for questions and debate prior to a vote being called on the amendment. Should the majority agree to the amendment, the new amended motion then gets debated and voted on by the Board.

### **Point of Order**

The Chair or other presiding Trustee may be called on to decide a point of order or practice. The Chair will make a decision and state the rule applicable to the case. An appeal from the ruling of the Chair will be decided by a majority of the members present.

## **Voting on Motions and/or Recommendations**

- Unless otherwise provided by the [School Act](#), all motions will be decided by the majority of the votes. In cases of a tie vote, the motion will be defeated. Every Trustee will vote on all motions unless excused by the Board. Trustees are not required to vote on a question in which they declare they have a special or personal interest. If that interest is in the nature of a "pecuniary interest" as defined in Section 80 of the [School Act](#), the Trustees are required under Section 83 of the [School Act](#) to disclose their interest and leave the room until the discussion and voting on the matter has been completed.
- The Chair will declare the result of all votes. The names of those who vote for and those who vote against the question will be entered in the minutes. If the vote is unanimous, the names will not be entered in the minutes.
- No member of the Board will have more than one vote.

## **Outcome of Motions**

- If approved, the Administration under the direction of the Superintendent of Schools shall be responsible for implementing the intent of the motion.

## **Motions to Reconsider**

- Trustees may not introduce or give notice of a motion to reconsider a motion passed previously by the Board during the same organizational year (September to September), unless a member voted for the original motion (or in the event that the original motion was defeated, a member who originally voted against the motion).
- A member who was not a member of the Board at the time of the passing or defeat of the original motion, may move to reconsider a motion.

### **5.2.3 Comments from the Public and Staff Group Representatives**

The Board offers multiple scheduled opportunities for the public to address the Board at its meetings.

Public comments are to be kept to three minutes and the Board will not permit critical statements being made about particular individuals or schools whether named or identifiable by the context.

The following procedures facilitate input from the public and staff group representatives during board meetings:

#### Comments on Specific Board Agenda Items

- A member of the public or a staff group representative wishing to give a position to the Board on a specific board agenda item must register with the Board Office (780-429-8021) by 4:30 p.m. the day preceding the meeting.
- Upon registering, speakers will be provided with Board policy [IAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives](#) to inform them about procedures and guidelines.
- A list of registered speakers will be provided to the Board Chair and Trustees in advance of the start of the meeting.
- Speakers shall confine themselves to three minutes and address their comments to the Board Chair.
- The total duration of public comments shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- The Board Chair will thank the speaker.

#### General Comments on an Educational Issue at a Board Meeting

- The Board provides the public with the opportunity to speak to general educational issues at the beginning of each public meeting as well as an opportunity at 5:00 p.m. at the second board meeting of the month.
- If a member of the public or a staff group representative wishes to address the Board, the individual must register with the Board Office (780-429-8021) by 4:30 p.m. the day preceding the meeting.
- Upon registering, speakers will be provided with Board policy [IAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives](#) to inform them about procedures and guidelines.
- A list of registered speakers will be provided to the Board Chair in advance of the meeting starting.
- The Board Chair will, at the time the item is considered, seek concurrence of the Board to hear the individual.

- Speakers shall confine themselves to three minutes and address their comments to the Board Chair.
- The total duration of public comment on a specific agenda item shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- The Board Chair will thank the speaker.
- If there are no registered speakers for the 5:00 p.m. session, the meeting will be adjourned when business is concluded.

#### Delegations and Presentations to the Board

Representatives of organizations wishing to comment on an agenda item or make general comments on an educational matter may do so as per Board policy [IAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives](#).

#### **Adjournment**

The Board will remain in session no later than 6:00 p.m. unless otherwise determined by a majority vote of the members present.

#### **Minutes**

- The proceedings of all regular board meetings will be recorded. Board minutes contain all motions, recommendations, Board requests for information and questions approved by the Board that require administrative action.
- The minutes of board meetings are approved by the Board at the next regular meeting of the Board.
- The recordings of board meetings will be retained for the previous four years (September to September) plus the current year.

#### **Miscellaneous**

No member will leave the board meeting before or during the close of the session without notifying the Chair.

#### **Televising, Taping and Broadcasting of Board Meetings**

The Board encourages the news media to televise, tape record, and broadcast board meetings.

### 5.3 Special Board Meetings

Under [School Act](#), Section 67 a Special Meeting may be called by the Board Chair, or the majority of Trustees, or the Minister to deal with urgent matters.

#### Procedure

- The Chair will call a special meeting of the Board when any Trustee makes a request to the Chair by giving two days notice in writing (including e-mail), by having the request supported by at least four other members of the Board in writing (including e-mail), and by stating the special business necessitating the calling of such a meeting.
- Special meetings of the Board will be called by giving written notice to each Trustee either:
  - by verified personal or electronic service to each Trustee's residence at least three days prior to the meeting, or
  - by mailing the notice at least six days prior to the meeting, or
  - notice of a meeting may be waived by unanimous consent
- The notice will state the time and place of the meeting and the nature of business to be transacted. Items of business not included in the notice of meeting may be added only if all Trustees are present at the meeting and agree to the addition of the agenda item; [School Act](#), Section 67(5).
- The rules of order for a special meeting are identical to those for a regular meeting.
- Special meetings are open to the public and the news media.
- Public notice of the meeting is encouraged but not required under the [School Act](#).

## 5.4 Caucus Committee

Committee of the Whole (in-camera)

### Purpose

The Board values transparency and accountability and believes that, to the greatest extent possible, its decision making should be conducted in public. There are, however, specific instances when the public interest is best served by private discussion in "in-camera" sessions.

The Board holds in-camera meetings to deal with land, labour and legal matters. The Board also gathers privately for professional development, reviewing the functioning of the Board, and for strategic planning purposes. The requirement for confidentiality of in-camera materials and proceedings is fundamental to protect individual privacy and the District's fiduciary and strategic interests. For this reason, all in-camera meetings are closed to the public and news media.

All recommendations from the Caucus Committee must be approved at a public board meeting prior to being enacted or implemented.

### Expectations

1. In accordance with Section 61 of the [School Act](#), the Board delegates to the Caucus Committee the following powers:
  - a. Discussing and/or developing recommendations to Board on matters pertaining to:
    - the personal or proprietary information of an identifiable individual or group, including staff, students and parents;
    - labour relations and employee negotiations;
    - a proposed or pending acquisition or disposition of property;
    - law enforcement matters, litigation or potential litigation, including matters before administrative tribunals affecting the District;
    - the security of the property of the District;
    - the terms and conditions of a contract with the Superintendent of Schools in accordance with Section 113 of the [School Act](#).
  - b. Reviewing the functioning of the Board.
  - c. Developing advocacy plans to other levels of government and strategic planning activities.
  - d. Engaging in professional development.

2. The first order of business for a Caucus Committee meeting shall be approval of the agenda and confirmation of the items as appropriate for discussion in-camera.
3. All matters requiring Board decision arising from discussions in Caucus Committee shall be reported to a public board meeting for Board approval. Recommendation reports to Board shall contain sufficient background information to explain the recommendation and implications of the decision to be made with due consideration to protection of personal or proprietary information.
4. All agenda items and supporting materials on which motions and recommendations are based, and the substance of deliberations shall remain confidential, except when:
  - the Board of Trustees determines that the information should be submitted to a public meeting;
  - the Board of Trustees specifically authorizes its public release, or when legally required to release such information;
  - a motion of the Board of Trustees is required to release this information to any persons other than to the Board of Trustees, employees or agents of the Board who require such information to carry out their duties on behalf of the District.
5. The Caucus Committee may appoint a subcommittee of Trustees, or administrators, or other individuals to act on its behalf.

### **Quorum**

The membership of the Caucus Committee is the full Board. A quorum is the majority of the Committee members. A quorum of the Caucus Committee consists of five (5) Trustees.

### **Rules of Order**

- The Vice-Chair of the Board will serve as the Caucus Committee Chair, presiding at every meeting and will vote on all questions submitted. In the Chair's absence the Board Chair will preside. In the absence of the Board Chair, the members present will appoint one of their members to be Chair.
- The rules of the Board will be observed.
- The Committee submits its recommendations to the Board.

### **Confidentiality**

All materials submitted and the substance of discussions held in Caucus Committee shall be treated as confidential by all Trustees and Administration in attendance.



## **Agendas**

The preparation of the agenda for a Caucus Committee is the responsibility of the Superintendent of Schools or designate.

A draft agenda is posted on the Board Intranet Site (BIS) eight (8) days prior to the Board or Caucus meeting for all Trustees to review. Trustees who wish to have an item added to the agenda are to contact the Board or Caucus Chair with their request.

The Caucus Chair will provide changes and approval to the Executive Director Governance and Strategic Support Services prior to including in the Caucus information packages by end of day on the Wednesday preceding the board meeting.

### **Format of Agendas**

- A. Roll Call
- B. Approval of the Agenda
- C. Communications from the Board Chair
- D. Communications from the Superintendent of Schools
- E. Minutes
- F. Reports
  - (From Board Committee, Representatives and Trustee Motions and Superintendent of Schools)
  - Recommendation
  - Feedback
  - Information
  - Delegation or External Presentation (time-specific)
- G. Other Committee, Board Representative and Trustee Reports
- H. Trustees and Board Requests for Information
- I. Notices of Motion
- J. Meeting Dates
- K. Adjournment

### **Delivery of Agendas**

- Material for Caucus meetings will be posted on the Board Intranet Site (BIS) at least three days in advance of the meeting.
- The Caucus Committee will approve the meeting agendas at each meeting in the event there are changes or emergent items requiring discussion.
- Agenda materials that are not dealt with at a meeting will be added to the next meeting agenda.

## **Time and Location**

- Caucus Committee meetings will be held on an as-needed basis at the call of the Caucus Committee Chair in the Board Conference Room. The first Tuesday morning of each month will be reserved for such meetings.
- Notices of meetings will be provided in the same manner as for regular board meetings unless, by consent of all the Trustees, notice is waived.
- These meetings are closed to the public and media; however, all recommendations arising from the meeting will be brought to the public board meeting for decision.
- In circumstances where immediate decisions are required for time sensitive matters, a motion to “act out of Caucus” will need to be carried prior to enactment of the recommendation. The decision will still be communicated at the public meeting through a report from the Caucus Committee.

## **Adjournment**

The Caucus Committee will remain in session no later than 12:00 noon unless otherwise determined by a majority vote of members present.

## **Minutes**

- The minutes of the Caucus Committee will contain motions, recommendations and questions that require administrative follow up.
- The minutes of Caucus Committee are accessible to Trustees on request; however, a motion of the Caucus Committee is required prior to providing a Trustee the minutes of a Caucus Committee meeting if that Trustee was not a member of the Caucus Committee at the time of the meeting.
- The minutes of the Caucus Committee are approved by the Caucus Committee at the next regular meeting of the Caucus Committee.

## 5.5 Audit Committee

Changed to a Committee of the Whole (in-camera) - [June 17, 2014](#)  
Terms of Reference (TBD)

### Purpose

The purpose of the Audit Committee is to assist the Board of Trustees in ensuring the assets of the corporation are preserved and resources utilized effectively. The Audit Committee is part of a system of checks and balances and as guardian of the District's interests, assesses whether the organization is appropriately administering public funds.

### Terms of Reference

The committee meets at least twice a year in-camera, generally once in the fall, and the second taking place later in the year.

1. The Audit Committee meets prior to the annual audit to:
  - recommend the appointment of an external Board auditor to the Board of Trustees on an annual basis and in accordance with Board Policy [CVE.BP - Auditor](#) and the [School Act](#) (part 6, division 1);
  - meet with the external auditor prior to commencement of the audit to review the engagement letter and assure the auditor's independence from management; and
  - review and discuss the audit plan with the external auditor and make a recommendation to Board.
2. The Audit Committee meets following the annual audit to:
  - meet with the external auditor and Administration to review the external auditor's assessment of the District's system of internal controls and accounting policies, the draft annual audit report, accept receipt of the external auditor's independence letter, audit findings report and accompanying draft management letter;
  - provide information to demonstrate due diligence was undertaken in reviewing the financial information, and make a recommendation to Board on whether to accept the annual audit report and financial statements for forwarding to the Minister of Education; and
  - receive the Superintendent of School's report on internal audit activities.

### Composition

The membership of the Audit Committee shall be comprised of:

- three Trustees, including the Board Chair
- two external members who are designated accountants.

Term of appointment shall be one year for Trustees, consistent with all Trustee Standing Committees. The term of appointment for external members shall be four years. Notwithstanding any such term, each committee member shall serve at the pleasure of the Board of Trustees who reserves the right to terminate any appointment without notice, with or without cause.

### **Selection Process for External Committee Members**

The Administration will post a request for Audit Committee members on the following websites:

- Certified Management Accountants of Alberta
- Certified General Accountants of Alberta
- Institute of Chartered Accountants of Alberta
- University of Alberta business department

The Audit Committee, with support of the Superintendent of Schools and the Executive Director Finance and Infrastructure, will select the two external members of the Audit Committee.

### **Quorum**

A quorum of the Audit Committee consists of three members of the Committee; two members which must be from the Board of Trustees.

### **Rules of Order**

The agenda format, rules of order and confidentiality requirements for Caucus Committee will be observed. All committee members shall commit to ethical conduct; proper use of authority, decorum and professional conduct.

### **Budget**

There is no identified budget for this committee. External committee members are not entitled to honoraria.

### **Resources**

[Financial Statement Readability Tool Kit](#) (Alberta Education, Auditor General and Association of School Business Officials (ASBOA))

## **5.6 Meeting of the Superintendent of Schools and Trustees (MST)**

### **Purpose**

A meeting held by the Superintendent of Schools to update the Board of Trustees on current and emergent issues pertaining to the Board in a collaborative manner on the third Tuesday morning of each month.

## **5.7 Board Reports, Enquiries and Requests for Information**

### **5.7.1 Board Reports**

Board reports are the instrument used to formally bring forward Board-related business on its meeting agendas. Reports may come from a Board Committee, a Trustee, or the Administration. Reports to be included on a meeting agenda are actively tracked and managed through the Management Activity Reporting System (MARS). The MARS report can be found on the Board Intranet Site (BIS).

There are three types of reports that may be presented for consideration at a meeting:

#### **1. Recommendation Report**

- Recommendation reports are used to seek approval by the Board on a course of action and should provide a level of detail to the Board.
- Recommendation reports are used by Board committees or the Administration.
- When a notice of motion is served by a Trustee, the motion is added to an upcoming Board/Caucus meeting agenda through a recommendation report. It is up to the individual Trustee what information, if any, they wish to include in the report.

#### **2. Feedback Report**

- Feedback reports are a special type of report used to initiate discussion, and seek input and direction from the Trustees.
- Feedback reports can be used by a Trustee, a Board committee, or the Administration.
- For more complex matters, the Administration will use a feedback report to signal that Trustee input, information or clarification is needed prior to determining appropriate options and/or developing a recommended course of action.
- Feedback reports may assist in narrowing down possible options before preparing a recommendation.
- This step is to enhance the ability to incorporate Trustees' view points and address concerns when developing recommendation reports.
- For feedback reports to be effective, it is important to clearly identify the questions for Trustees to answer and identify the areas that need clarification.
- Most recommendations do not require a feedback report before a recommendation being developed; however, it is strongly encouraged for complex issues to clarify Board direction.

- Trustee comments and suggestions, including those that had been previously submitted via e-mail will be considered by the Committee, Trustee or the Administration in the development of the final report coming to board.

### **3. Information Report**

- Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board.
- Information reports may be used to publicly notify the Board of key decisions already made or a direction already undertaken (by a Trustee, a Board committee, or the Administration).
- Questions and comments related to the information are permitted, but no decisions are required or expected.

#### **5.7.2 Enquiries and Requests for Information**

- In order for the Board to make informed decisions on matters brought before it and within its purview, the Board may request additional information from Administration.
- Trustees, in regular meetings of the Board or in a Committee, may make Requests for Information from the Administration relative to matters before the Board or which will be brought before the Board.
- Whenever possible, the Administration will attempt to answer Trustee questions and/or provide readily available information at the meeting at which it was requested.
- If the Administration is unable to provide the information at the meeting at which it was requested, the Administration will advise the Board whether the information can be made available and track the request. If there will be difficulty in providing the information, the Administration will seek clarification and advise what information could be made available within existing resources.
- Trustees may request for reports to appear as agenda discussion items for Board or committee meetings. Such requests should take the form of Board motions.
- If, in the opinion of the Superintendent of Schools, a Trustee request for information will result in a significant expenditure of time and resources, the Trustee shall be so advised and the Trustee may seek Board approval for the expenditure through a notice of motion.

- Informal requests for information outside of a board meeting may be made through the Executive Director Governance and Strategic Support Services who will determine with the Trustee, the intent, scope, specific information and process for initiating this request. The outcome of these requests will be based on providing the most efficient response time to all Trustees through an email or Transmittal Memorandum.
- Information requested by individual Trustees relative to the operation of schools and to educational matters not before the Board but within the Board's purview, should be prefaced with a rationale or purpose for the requested information to give context and assist in the Administration understanding of the request.
- The Board Chair may ask for reports necessary for the proper conduct of Board or committee meetings.

(Also see [Direct Requests of Administration - Section 9.2](#))

## **5.8 Meeting Packages and Materials**

- Board meeting packages are posted on the Board Intranet Site (BIS) Thursdays. The meeting package for the public board meeting is also posted on the District website and provided to the staff group presidents.
- Trustees may preview dates of upcoming reports (MARS Listing) and the status for formal requests for information in progress, on BIS.
- As the Board Office operates primarily in a paperless environment, all meeting information and correspondence is posted electronically for easy access. Trustees who prefer using hard copies may download the information and print copies if they wish.

## **5.9 Seating in McCauley Chambers**

- The Board table in McCauley Chambers has designated seating for the Board Chair, Vice- Chair and Trustees.
- The organizational meeting in election years will begin with the previous Board Chair and Vice-Chair (if re-elected) occupying their designated seats. All other Trustees will be seated in alphabetical order by ward starting with the first seat on the left as Ward A.
- Upon election of the new Board Chair and Vice-Chair, each will respectively occupy the designated places at the Board table and the previous Board Chair and Vice-Chair will assume the seats thus vacated. Adjustments to the nameplates and seating arrangements will be made for the next board meeting.



## 6. BOARD COMMITTEES

### PURPOSE:

Board committees are established by the Board of Trustees to assist the Board in meeting its role and responsibilities as governors. The Board grants authority to its committee to undertake work at their direction with recommendations for Board action to return to the Board of Trustees for decision.

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### 6.1 Board Committee Protocols

1. Committee membership shall be reviewed annually at the organizational meeting or as the Board of Trustees so determines.
2. A committee is a Board Committee if the Board establishes it and defines its terms of reference or mandate, regardless of whether or not it is called a committee or whether non-Trustees sit on the committee. A Task Force established by the Board is considered a Board Committee.
3. The Board shall approve the Terms of Reference or scope of work for any Board created and appointed Committee.
4. Each Board Committee shall be charged with meeting within four weeks of being established to identify a Chair for the committee and a preliminary schedule for its business.
5. Committees of the Board normally meet bi-monthly or as required. The Board expects that responsibilities for committee work and Board representation will be distributed equitably among all Trustees.
6. Board Committees shall be comprised of no more than three Trustees from among whose members a chair will be selected unless otherwise specified within the Terms of Reference. The Superintendent of Schools will assign an administrator to assist the committee in its work.

The Committee Chair is responsible for:

- Agenda preparation;
- Schedule of meeting dates;
- Written reports and recommendations to the Board of Trustees or Caucus Committee;
- Logistical requirements for all Committee meetings.

The Administration is responsible for:

- Strategic support aligning the work of the Committee;
  - Edit and review of all draft reports in consultation with Committee Chair;
  - Providing all logistical support for the meeting.
7. Board committees may not speak or act for the Board of Trustees except when formally given such authority for specific and time-limited purposes.
  8. Board committees shall not exercise authority over staff nor direct staff operations.
  9. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Superintendent of Schools.
  10. All Trustees are welcome to attend Committee meetings. Trustees wishing to attend a committee meeting (who are not on the Committee) are asked to e-mail the Committee Chair prior to the meeting. All Committee decision-making is reserved for Committee members.
  11. Attendance of others at meetings of Board committees shall be limited to administrative support and invited guests, and if decided by the Board of Trustees, the public may attend as observers.

### **Committee Member Resignations**

A Trustee who decides to resign from a Board committee shall provide written notice, two weeks in advance, to the Committee, the Board Chair and the Superintendent or designate. A replacement will be selected at the next public board meeting.

### **6.1.1 Board and Superintendent of Schools Evaluation Committee**

(Revised Terms of Reference approved [June 17, 2014](#))

#### **Purpose**

The Board and Superintendent of Schools Evaluations Committee (BSEC) is responsible for assisting the Board of Trustees to conduct:

- an annual Board self-evaluation for continued Board development and improved Board performance with respect to the Board's role and responsibilities;
- an annual evaluation of the Superintendent of Schools in accordance with Board Policy [FGB.BP - Evaluation of Superintendent of Schools](#) and the review and/or renewal of the Superintendent of Schools Contract in accordance with the [School Act](#).

#### **Composition**

The committee will consist of three Trustees from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally reporting back to the Board about the committee's activities.

Additional resources may be involved as requested by the Superintendent of Schools and/or designate.

#### **Terms of Reference**

##### **A. Board Self-Evaluation**

The Board shall undertake an annual Board evaluation for the purpose of Board development and to model its policy of system-wide evaluation as a means of continuous improvement.

The Board Evaluation process should:

- measure Board performance with respect to the Mission, Vision, Values, District Priorities, District Strategic Plan, the roles and responsibilities of the Board, and the principles of operation of the Board;
- assist the Board in identifying Board strengths and areas for improvement, and common beliefs and values amongst Trustees;
- provide an opportunity for Trustees to reflect on how they work collectively and as individuals with respect to the Board's mandate and role and responsibilities;
- provide an opportunity for Trustees to discuss the Board Evaluation results in the context of Board development; and
- provide an opportunity to recognize the Board's accomplishments.

The Committee will:

- recommend a plan to Caucus Committee for the annual evaluation of the Board of Trustees in keeping with the terms of reference for the Board self-evaluation;
- develop and recommend to Caucus Committee a proposed Board result statement based on an analysis of the Board's self-evaluation;
- present the Board evaluation result statement on behalf of the Caucus Committee to public Board for approval; and
- in the last year of a term, assist in the creation of a summary document of the Board's results and work still to be accomplished to aid in the transition for the next Board.

## **B. Evaluation of the Superintendent of Schools**

The evaluation of the Superintendent of Schools is a vital process toward creating and maintaining a healthy school district. The Board of Trustees believes that organizational outcomes must be clearly and explicitly stated to:

1. ensure the Superintendent of Schools understands what is being expected and evaluated;
2. ensure the Board understands what to expect of the Superintendent; and
3. ensure the Superintendent of Schools and the Board clearly understand their respective roles and responsibilities.

The evaluation process and supporting information sources serve to:

- Help to continuously improve the functioning of the District;
- Recognize areas and trends that are showing positive change or progress;
- Provide feedback to the Superintendent of Schools regarding his leadership and performance expectations in key areas;
- Provide ground work for establishing future goals;
- Allow the Superintendent of Schools to report on his successes and challenges during the year, and provide feedback relating to continuous improvement efforts and annual goals;
- Enable the Board and Superintendent of Schools to engage in dialogue about results, and discuss any issues or concerns associated with the role and the evaluation process; and
- Strengthen the relationship between the Superintendent of Schools and the Board.

## **Process**

1. Committee shall be responsible for:
  - a. recommending the evaluation process to be used to Caucus Committee;
  - b. overseeing the approved evaluation process; and
  - c. reporting the evaluation results to the Caucus Committee and to public Board.
  - d. initiating a timely review and/or renewal process for the Superintendent of Schools contract of employment in accordance with the School Act and provisions of the Superintendent's contract.

2. The evaluation process shall provide the Superintendent of Schools with an opportunity to:
  - a. review all pertinent information used in the evaluation;
  - b. discuss the evaluation report with the Trustee subcommittee;
  - c. include a response to the evaluation in the report to Caucus Committee;
  - d. discuss the evaluation report with the Caucus Committee.
3. Notwithstanding 1 and 2 above, if the evaluation process calls for individual Trustee evaluations of the Superintendent of Schools, the individual evaluations shall be compiled and summarized for reporting purposes by the administrator assigned to assist the committee and destroyed once the Superintendent of Schools has an opportunity to review them.
4. The Superintendent of Schools shall be provided a copy of the evaluation report submitted Caucus Committee and the final evaluation report to Board.
5. The Caucus Committee evaluation report and Board evaluation report shall be filed in the Board corporate records. The records shall be accessible to the Superintendent of Schools, a Trustee for that evaluation period, or as directed by motion of the Caucus Committee.

### **6.1.2 District Priorities and Governance Committee** (Revised Terms of Reference approved [June 17, 2014](#))

#### **Purpose**

The District Priorities and Governance Committee is responsible for assisting the Board in identifying and developing the priorities that will guide District operations and the budget planning cycle for the Board's four-year term of office. The Committee makes recommendations to the Board on range of governance related matters to assist the Board in carrying out its duties and commitments in relation to the District Priorities.

#### **Terms of Reference**

District priorities should be within the Board's mandate and few in number in order that district resources may be effectively concentrated to achieve measurable results.

After an election, following the organizational meeting, the committee will:

- Recommend and facilitate a process for each Board member to contribute to the development of the District Priorities;
- Seek student, staff, parent and community stakeholder input into the District Priorities; and
- Consider all input received and develop and recommend a District priorities statement to Board for approval.

The Committee will also:

- Develop Board Retreat agendas and chair retreats;
- Review and monitor Board Work Plan progress;
- Review the Trustee Protocols to ensure they are current and relevant;
- Review and update the School Board Governance and Operations Section of the Policy Manual (Trustees' Handbook) at least once per term or as required;
- Review the Trustee remuneration package once per term; and
- Review the post-election orientation process and develop an orientation plan for the next Board;
- Seek input from other Board Committees in performance of the responsibilities of this committee.

#### **Composition**

The committee will consist of three Trustees from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally reporting back to the Board about the committee's activities.

A representative from the Superintendent's office will be assigned as a staff resource. Additional resources may be involved as requested by the Superintendent and/or designate.

### **6.1.3 Infrastructure Committee** (Established – [April 10, 2014](#))

The Board approved the establishment of an Infrastructure Committee at the April 10, 2014 board meeting. The following terms of reference for the Committee were approved at the [June 10, 2014](#) board meeting:

#### **Purpose**

- Understand the impacts of Infrastructure to students, families, communities, and the District, both positive and negative.
- To assist Trustees in further understanding the issues, impacts and next steps related to infrastructure, over the course of their term.
- Recommend governance direction in matters related to the implementation of the Managing Space for our Students Infrastructure Strategy.
- Advise and provide feedback on strategic infrastructure initiatives, such as the Managing Space for our Students report.
- Consider alternative funding approaches for school infrastructure and outline the feasibility of these approaches.
- Advocate for infrastructure support through multiple interests such as, the City of Edmonton, Province of Alberta and other school jurisdictions.

#### **Composition**

- The Infrastructure Committee shall consist of three Trustees appointed by the Board of Trustees to serve on the Infrastructure Committee.
- The Superintendent of Schools shall assign members of the Administration to support the work of the Infrastructure Committee.

#### **Terms of Reference**

The Infrastructure Committee will assist Trustees in further understanding the issues, impacts and next steps related to infrastructure, over the course of their term. The Terms of Reference will be developed by the Infrastructure Committee and approved by the Board of Trustees.

#### **Parameters**

- All recommendations arising from the Committee shall be presented as a recommendation to the Board of Trustees at a public board meeting.
- The Terms of Reference will be developed by the Infrastructure Committee and approved by the Board of Trustees.

## **Outcomes**

- Implementation of an advocacy model to support the outcomes of the Infrastructure Strategy.
- Increased level of public trust/confidence in the Board.
- Increased awareness of current pressures and realities and a focus on issues related to infrastructure.
- Broader community interest and involvement in the infrastructure development process.

## **Process/Plan**

- Develop Terms of Reference
- Develop work plan
- Examine the issues around infrastructure
- Develop recommendations for the Board
- Communicate the work of the committee with the public and increase awareness of our district realities
- Develop/Implement advocacy strategy
- Conduct regular progress/effectiveness reviews

## **Proposed Budget**

To be determined.



#### **6.1.4 Policy Review Committee**

(Revised Terms of Reference approved [June 17, 2014](#))

##### **Purpose**

The Policy Review Committee is responsible for assisting the Board in reviewing Board policy by ensuring that Board policies submitted for Board approval are developed and reviewed in accordance with the Board's policy on Policy Development and Review.

##### **Composition**

The committee will consist of three Trustees from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally reporting back to the Board about the committee's activities.

A representative from the Superintendent's office will be assigned as a staff resource. Additional resources may be involved as requested by the Superintendent and/or designate.

##### **Terms of Reference**

The committee will:

- recommend an annual plan for policy reviews to Board that will address the complete review of all board policy over the Board's term and accommodate the need for any emergent reviews;
- fulfill the annual plan for policy reviews by working with the support of the Superintendent of Schools/designate and Administration subject matter experts to review, consolidate and develop policy using the standard framework for process, content development, structure and format outlined in board policy CH.BP - Framework for Policy Development and Review
- recommend to Board for approval those policies that meet the Board's policy criteria as outlined in board policy CH.BP - Framework for Policy Development and Review

NOTE: On January 31, 2012 the Board approved the following motion: *That the Board undertake a full review of all its policies and update them using a standard framework for process, content development, structure and format. That the review process and standard framework be developed by the Policy Review Committee and recommended to the Board for approval.*

## **6.2 ASBA Issues and Resolutions Committee**

### **Purpose**

To advise and assist the Board in presenting issues and resolutions to the Alberta School Boards Association Zone and General Meetings.

### **Composition**

The Board assigns three Trustees to the committee:

- the Board Chair (or Vice-Chair if the Chair already sits on the provincial Board of Directors)
- the ASBA provincial Board of Director member
- the Zone 2/3 representative

### **Terms of Reference**

- Prepare/review with the Administration, Board policy positions for submission to the ASBA.
- Prepare/review with the Administration, Board positions as requested from the ASBA; e.g., strategic plan, ASBA annual budget, etc.
- Obtain approval and direction from the Board prior to presenting the Board's position on any matter.

## **6.3 Four-Year Budget Planning and Results Reviews**

### **Purpose**

To provide an opportunity for Trustees to review and discuss with principals and central service administrators about:

- the extent to which results for the previous year have been achieved; and
- the proposed budget plans in relation to the District priorities and Trustee initiatives.

### **Terms of Reference**

- The Board, each year, as part of the budget and results review process, will approve the requirements, format and timelines for review meetings.
- Meetings will be open to the public. Notice of the meetings will be provided to parents, Parent Councils and/or other stakeholders to encourage attendance and participation.
- Budget planning and results review sessions take place in November once District achievement and financial results have been compiled.

- Trustees will be provided information packages of the schools they are scheduled to visit in their Ward; however, information for all schools and central departments will be made available electronically for Trustees.
- Trustees are expected to preside over the budget meeting and lead the discussion. Staff presentations are often a key component and the Trustee(s) may ask questions to further their understanding of the annual results and budget plans.
- Each year, Trustees are strongly encouraged to attend, and partake in asking questions in one additional budget planning and/or results review session in a Ward other than their own.

\*No election required – All Trustees participate in the annual budget planning and results reviews of school and central service decision units.

\*In an election year; the process and timelines for Results Review will be provided to the Trustee Candidates on Nomination Day.

## 7. AD HOC COMMITTEES AND BOARD REPRESENTATION

### PURPOSE:

Ad hoc committees are appointed by the Board or a standing committee of the Board to investigate or act on specific matters. Each ad hoc committee is responsible to the Board or standing committee that created it and it is discharged on completion of its assignment. Trustees may also serve as a Board representative to share views, interests and information.

The Board believes it is important for Committees and Board representatives to keep the Board regularly updated through verbal or written reports at board meetings to ensure all Trustees are informed about current matters affecting the Board and the District.

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### 7.1 Staff Group Negotiations

The Board assigns two Trustees to each set of contract negotiations. The assignments are generally made at the annual Organizational Board meeting.

#### Purpose

To advise and assist the Administration in negotiations with teachers, custodians, maintenance staff and support staff.

#### Terms of Reference

- The Board will identify the spokespersons for the different communication requirements of each set of negotiations.
- In accordance with Section 59(1) of the [Labour Relations Code](#), the Superintendent of Schools will recommend, for Board approval, a negotiator for the Board who will be authorized to "bargain collectively and conclude a collective agreement" with each employee organization.
- The Superintendent of Schools will name one staff member responsible for all activities away from the bargaining table for each set of negotiations.
- The Superintendent of Schools will be responsible for assigning members of the Administration to each bargaining team and reporting these assignments to the Board.
- The Administration, through the negotiator, will prepare bargaining briefs and objectives for the consideration of Caucus Committee.
- The Administration, through the negotiator, will be responsible for keeping the Board informed concerning all aspects of negotiations.

- The negotiator will be responsible for bringing recommended settlements to the Caucus Committee for consideration prior to ratification by the Board.
- In accordance with Section 59(1) of the [Labour Relations Code](#), the Trustees who have been assigned to each set of negotiations will be authorized to sign the collective agreement after it has been ratified by the Board.

## **7.2 Alberta School Boards Association (ASBA)**

### **Purpose**

The Alberta School Boards Association (ASBA) has been serving school boards for more than 100 years. It is charged with the responsibility of promoting the interests of public, separate and francophone school boards throughout the province. In addition to lobbying with the provincial government, the Association provides member services in the areas of employee relations, legal services, professional development and employee benefit programs (through ASEBP). Membership is voluntary. Further information regarding school board roles and responsibilities can be found on the [ASBA](#) website under [Trusteeship](#).

### **Edmonton Public School Board Representatives to ASBA:**

1. Provincial Board of Directors - one representative plus an alternate. Director terms commence every November in even-numbered years with eligibility for re-election for one successive term of two years. There are no eligibility restrictions on how many consecutive terms an alternate can serve - [ASBA Governance Handbook – Bylaw 5.2 - Page 16](#)
  - This position receives remuneration from the ASBA, and not from the District.
2. Zone 2/3 Representative - one representative plus an alternate for a one-year term. Representation is determined at the annual Organizational Board meeting.
  - This position receives remuneration from the District on a per-diem basis.

## **7.3 Edmonton Public Schools Foundation**

### **Purpose**

The Foundation was initiated by the Board of Trustees and launched February 10, 2010, for two main purposes: to spread the word about the great things happening in the public education system and to support Edmonton Public Schools across Edmonton.

The Board of Governors supports the Board of Trustees' efforts by increasing support for Edmonton Public Schools within the community, particularly the 80 per cent of Edmontonians who currently do not have a direct link to the public education system.

Research shows children develop the foundation for strong communication skills, literacy, social competence, numeracy, adaptability and physical health as early as age three. This is done by offering opportunities for improved learning through financial, in-kind and human resource contributions.

**Board Representative to the EPS Foundation:**

- The Board elects one representative annually to the Board of Governors for the EPS Foundation.
- Representation is determined at the annual Organization Board meeting. This position receives remuneration from the District on a per diem basis.